



HUMAN RESOURCES, Texas Commission on Fire Protection
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JOB ANNOUNCEMENT

Program Specialist I		GROUP B/17	JOB NO. 20150801
APPLICATION DATES:	August 20, 2015 – Until filled	MONTHLY SALARY:	\$3,041 – 3,464
LOCATION:	Austin, Texas	TRAVEL:	Less than 10%

JOB SUMMARY

Position involves assisting with the planning, developing, and implementing of an agency program, including providing support and technical assistance to program lead, stakeholder groups or the general public. Duties involve research, organizational and detail-oriented project work, and a strong ability to track progress against deadlines. The individual works under moderate supervision with latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Collaborates in the planning and implementation of the curriculum development program.
- Plans, coordinates and tracks own tasks to complete project work by deadlines.
- Conducts research using various sources, including textbooks. Creates and updates testing instruments.
- Reads, understands, records and edits large amounts of data with a keen eye for detail and accuracy.
- Tracks project deadlines, trends, problems, and shares findings and recommendations. Follows up on specific issues to increase the effectiveness of each project.
- Coordinates meetings with external advisory committees, including preparing meeting materials, arranging for A/V needs and coordinating flow of information with participants.
- Works with confidential information and under strict deadlines.
- Plans, coordinates and completes other duties as assigned.

MINIMUM QUALIFICATIONS

- Demonstrated excellent writing skills.
- Three years experience coordinating multiple projects simultaneously.
- Experience researching, editing, preparing, or ensuring completeness and accuracy of data.
- Demonstrated skill in writing, proofreading, or detail-intensive work.
- Comfortable performing structured and sometimes tedious work.
- Experience collaborating with others, resolving problems, and maintaining professional and upbeat demeanor.
- Ability to gather, assemble, correlate, and analyze data; to devise solutions to problems; to prepare reports; to evaluate and interpret policies and procedures; to communicate effectively and to work on specialized projects.
- Proficiency in the use of Microsoft Word, Excel and Adobe Acrobat in a Windows platform, and ability to learn specialized software programs quickly.

PREFERRED QUALIFICATIONS

- Graduation from an accredited four year college or university with a degree in English, Education or related field.
- Teaching experience.
- Experience using MS OneNote.
- Fire service experience.
- Knowledge of the National Fire Protection Association (NFPA) standards associated with fire fighter safety.

KNOWLEDGE, SKILLS AND ABILITIES

- Candidates must have effective oral and written communication skills and effective public relation skills.
- Candidate must have a strong ability to track progress along program and project deadlines.
- Candidate must possess effective time management, follow-up and organizational skills, and be detail-oriented.

APPLICATION INSTRUCTIONS

For this position, the following materials are required. Please submit them via email to [TCFP Human Resources](#).*

- 1) Letter of interest
- 2) Resume
- 3) Completed [State of Texas Job Application](#)
- 4) Completed Qualification Data Sheet (on our agency’s website – [www.tcfp.texas.gov](#))

Important Note: Application packets must include all four of the required documents above. Incomplete application packets are not forwarded to selection committee. Applicants whose application packets are complete will receive confirmation from Human Resources.

*You may also submit application via US Mail to the mailing address above, attention: **Human Resources**.

The Texas Commission on Fire Protection is an Equal Opportunity Employer

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, gender, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.